

Job Description

Job Title: Legal Assistant
Job Family: Non-Certified
Pay Program: Classified
Prepared/Revised Date: June 13, 2006

Job Code: 1344
FLSA Status: Non-Exempt
Pay Range: G 28
Typical Work Year: 12 months

SUMMARY: Responsible for providing administrative assistance to the District General Counsel, the Executive Assistant to the Superintendent, the Superintendent and Administrators on assignment when necessary. Duties include preparing legal documentation and correspondence; responding to parent, community and staff inquiries concerning policy and legal issues; communicating with courts and legal personnel regarding family issues of students; maintaining confidentiality in all aspects of job; monitoring and assisting in developing department budgets; overseeing purchasing and petty cash; maintaining department supplies; providing technical support to employees and trouble shooting computer hardware, software and office equipment for Superintendent’s office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Respond to parent/community/staff concerns and questions related to a variety of sensitive and critical issues concerning specialized legal and policy matters. Problem solves and coordinates solutions to complex matters. Work with courts and legal personnel regarding family issues of students. Anticipates and facilitates general counsel’s resolution of issues. Supports General Counsel directly by synthesizing relevant information to assist efficient response.	D	28%
2. Work with highly confidential information pertaining to potential litigation as well as personnel and student files, district and department information, decision impacting district departments and materials for the Board of Education. Supports General Counsel directly by synthesizing relevant information to assist efficient response.	D	25%
3. Prepare legal documentation and correspondence. Conduct legal searches on the Internet and/or other legal resources. Prepare and collect Superintendent Policy/Procedures.	D	15%
4. Monitor and assist in developing department budgets through the Summit Financial Systems, facilitate outside counsel payments, initiate requisitions and budget transfers of expenditure. Oversee purchasing card and petty cash account, including mandatory monthly reconciliation and reports. Maintain department supplies. Arrange meetings, keeps calendar for General Counsel.	W	12%
5. Provide technical support on Microsoft programs to employees throughout the district. Problem solve/trouble shoot department needs for Superintendent’s Office such as computer hardware, software and office equipment. Provide back-up to the Executive Assistant to the Superintendent, and the Executive Assistant to the Board of Education.	D	10%
6. Distribute policies to personnel and locations throughout district. Update policy/procedures on website and in StarMail. Coordinate and distribute agendas, minutes and other information as secretary to District Policy Council.	M	3%
7. Prepare monitoring reports and other materials for the Board of Education.	Q	2%
8. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in office management.
- More than five years of experience in office management.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate computer software, legal research and accounting skills.
- Extensive oral and written communication skills.
- Personal computer and keyboarding skills.
- Considerable Customer service and public relations skills.
- Critical thinking and problem solving skills.

- Demonstrated ability to maintain confidentiality in all aspects of the job.
- Demonstrated ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, LexisNexis.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of Lexis and/or Westlaw Legal Research preferred upon entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Assistant to the Superintendent and General Counsel	3093 and 3005

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitor and assist in developing department budgets through the Summit Financial Systems, facilitate outside counsel payments, initiate requisitions and budget transfers. Oversee purchasing card and petty cash account. Prepare monthly reconciliation and reports.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	